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TAB F

INSTRUCTOR HOURS REQUIRED FOR TESTING

I. Maximum and Minimum Number of Instructor Hours Required Weekly for BOD Testing in Typewriting and Shorthand, Administered by Clerical Induction Trainings:

	Minimum Hours Per Week	Maximum Hours Per Week
Preliminary Preparation and Testing Time (Administration of tests in Shorthand and Typewriting)	5	7
Checking, Verifying, and Recording Tests (After preliminary grading by IAS assignees)	$\frac{1}{6}$	$\frac{9}{16}$

Scheduling problems of GP/IAS require a minimum of two sets of tests per week, each set covering shorthand and typewriting. The maximum encountered to date has been three sets of tests.

Verification time requires at the minimum one-half hour of an instructor's time for each set of tests or one hour per week. At the maximum, one-half to three-fourths of an hour from each of the five members of the Clerical Induction staff are required, estimated at three hours in total, for each of the three sets of tests. Maximum verification time will therefore run about nine instructor hours per week, and perhaps a little over. The average will fluctuate between six and sixteen hours.

II. Average Number of Instructor Hours Required for Twice-Monthly Skill Testing in Typewriting and Shorthand for On-Duty Employees, Administered by Clerical Refresher Training:

	Hours per Month
Preliminary Preparation and Testing Time (Administration of tests in Shorthand and Typewriting)	$5\frac{1}{2}$
Checking, Verifying, and Recording Tests (All performed by Instructors)	$\frac{5}{10\frac{1}{2}}$

Numbers to be tested are more nearly steady from month to month than in Induction Training; hence there will be little variation from this average.

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